

## **MANAGEMENT AND BUDGET ANALYST**

### **GENERAL RESPONSIBILITIES**

Analyzes, reviews, monitors, provides guidance and presents budgets in accordance with the fiscal management goals and objectives and Federal, State, and local laws.

**ESSENTIAL TASKS** include the following; other duties may be assigned.

1. Approve, recommend and prepare adjustments, journal entries, and reports
2. Prepare and maintain schedules, statistical tables, reports and verified work publications
3. Participate in work groups and attend public meetings
4. Prepare comparative analysis, monitor and approve fiscal revenues and expenditures
5. Assist in developing long-term revenue and expenditure projections
6. Act as liaison with agencies and organizations on projects
7. Perform related duties as to specific assignments
8. Any employee may be identified as Essential Personnel during emergency situations
9. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
10. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

### **EDUCATION AND EXPERIENCE**

1. Bachelor's degree in Accounting, Economics, Finance, Political Science, Public Administration or related field
2. Two years experience in finance or budget management\*

\*A comparable amount of training and experience may be substituted for the minimum qualifications.

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Read, analyze, and interpret business and technical procedures and governmental regulations
2. Make persuasive presentations on complex topics to top management, public groups and/or boards, and employees
3. Write reports, correspondence, procedures and other required documentation
4. Define problems, collect data, establish facts and draw valid conclusions
5. Use computer software programs and/or other applications
6. Organize and analyze financial data
7. Apply complex mathematical concepts and formulas
8. Work with detail, problem solve, and communicate fiscal problems
9. Prioritize use of time based on individual workload, group workload and projects